

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: NETWORK SPECIALIST

POSITION LOCATION: Agency, Information Technology

POSITION REPORT TO: Director of Information Technology

POSITION SUPERVISES: None

**MINIMUM QUALIFICATIONS:**

Three years experience in: initial setup and installation of Windows NT Servers, services and protocols; troubleshooting hardware and software problems of considerable difficulty; software and hardware evaluation; tuning systems for optimal performance; Windows NT network design and implementation.

**PREFERRED QUALIFICATIONS:**

MCSE Certification or ability to achieve MCSE Certification within 10 months. At least five years experience in all facets of a Windows NT Wide Area Network, including protocols; services; registry configuration; router; hub, and switch configuration and implementation; workstation configuration and setup; extensive server, workstation, and peripheral equipment configuration and troubleshooting, and performance tuning skills; excellent communication and interpersonal skills.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Installation and setup of components of a Wide Area Network (including hardware and software); administration of Local Area networks; assist in the administration of the Wide Area Network; provide help to staff requiring assistance with hardware or software problems; maintain an asset inventory database; troubleshoot hardware and software problems of considerable difficulty; prepare and maintain manuals, charts, and diagrams regarding the LAN/WAN; assist in the evaluation, implementation and management of Server/Client, -Website systems and software-, and other software; consults or meets with information systems staff on a regular basis to identify and resolve systems, programming, or operations problems; maintains warranty and maintenance data and determines action necessary to remedy hardware problems.

**SPECIAL REQUIREMENTS/CONDITIONS:**

Considerable knowledge of Local and Wide Area Network technologies; considerable knowledge of the principles and techniques of systems analysis and evaluation; ability to establish priorities and meet deadlines and objectives; ability to effectively use equipment and software resources; ability to communicate effectively with a wide variety of individuals at all organizational levels. Skill in interpersonal relations; skill in work management, planning, and program direction. Ability to continuously expand knowledge to accommodate new and changing technologies.

**MENTAL/PHYSICAL REQUIREMENTS:**

Travel is required. Work is sedentary in nature. Digital keyboard work is necessary. Mental analysis and synthesis required. Mathematical computational ability necessary. Mobility for observing job duties at other sites and vision for distance up to 4 feet required for this position.

PAY PLAN: <u>Classified</u>	GRADE: <u>17</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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